

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Arizona Early Intervention Program

QUESTIONS AND ANSWERS ABOUT THE NEW FORMS FOR THE INITIAL PLANNING PROCESS

Q. Now that the Initial Evaluation Planning page and the Eligibility Outcome Summary Form are no longer part of the Initial Individualized Family Service Plan (IFSP), are there new forms to use?

A. Yes. The AzEIP Data form and the Initial Planning Tool are to be used by the service coordinator.

1. AzEIP Data Form

- a. Required for all children referred to AzEIP.
- b. Replaces the Child and Family page of the initial IFSP that was used as part of the initial planning process.
- c. Replaces the Eligibility Outcome Summary form.
- d. Required to be used during the initial visit with the family to collect and document Ethnicity and Race, as required by the United States Department of Education, Office of Special Education Programs (OSEP).
- e. Required to be used to document the process from Referral through Initial IFSP. May be only partially completed if the child's file is closed out during the initial planning process (IPP). For example, when a child screens out; is evaluated and found not eligible; or a child is eligible, but the parent does not proceed to the initial IFSP.
- f. Must be kept in child's file.
- g. Required to be used to ensure data entry staff has complete and accurate data to enter into ACTS 4A throughout the child's enrollment in the Arizona Early Intervention Program (AzEIP).

2. Initial Planning Tool

- a. Replaces the Initial Evaluation Planning page that was included in the initial IFSP packet.
- b. Must be used for children referred to AzEIP who do not have an Established Condition. If the child has an established condition, begin using the Initial/Annual IFSP form.
- c. Must be used to document initial conversations with family as part of the screening process as well as planning for evaluation, as appropriate.
- d. If eligible, pertinent information will be reviewed and documented on the initial IFSP as part of the assessment conducted prior to or during the initial IFSP meeting.

Q. Are these the only two forms we are required to use during the initial planning process?

A. No. The service coordinator must still use the other required forms, including the Vision Screening form and the Hearing Screening Tracking form.